



BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor
Mount Clemens, Michigan 48043
586-469-5125 FAX 586-469-5993
macombcountymi.gov/boardofcommissioners

PERSONNEL COMMITTEE

MONDAY, APRIL 27, 2009

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda, **AS AMENDED, TO INCLUDE #16A, B, C, D & E**
4. Approval of Minutes dated March 23, 2009 (previously distributed)
5. Public Participation
6. Recognition of Recent Retirees (mailed)
7. Reconfirmation of Vacancies (mailed)
8. Title Change Only of One Engineer II Position to Construction Engineer in Public Works Department (mailed)
9. Addition of Ten Full-time Case Manager Positions in Macomb/St. Clair Employment and Training Agency as a Result of the No Worker Left Behind Program through the Economic Recovery and Reinvestment Act of 2009 (mailed)
10. Recommendation from 4-7-09 Meeting of the Task Force on Health Care RFP (mailed)
11. Recommendation from 4-20-09 Meeting of the Technology and Communications Committee: Update to County Email Policy (mailed)
12. Freeze the Deferred Retirement Option Plan (DROP) for Non-Union Employees (mailed)
13. Appointment of an Ad Hoc Committee to Review Cost Savings of the Deferred Retirement Option Plan (DROP) (mailed)
14. Hiring of Individual to Review and Make Recommendations Re: Personnel Manual (mailed)
15. Executive Session to Discuss Labor Negotiations

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16. **Ratification of Labor Agreements:**

(attached)

- a) Building Trades Association
- b) International Union of Operating Engineers – Boiler Operators
- c) Macomb County Environmental Health Association
- d) Michigan Nurses Association – Unit I
- e) Police Officers Association of Michigan – Juvenile Justice Center

17. New Business

18. Public Participation

19. Adjournment



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Robert Mijac, Chairperson
Personnel Committee and Committee Members

FROM: Douglas Fouty, Program Director, Personnel Services
Human Resources

DATE: April 16, 2009

RE: Recognition of Recent Retirees

The following employees have applied for retirement and have been invited to attend the April 27, 2009, Personnel Committee Meeting:

Name: Betty Puffer
Department: Senior Citizen Services
Retirement Date: March 31, 2009
Years of Service: 22 years; 10.1 months
County Commissioner: Kathy Vosburg

Name: Janice Sanborn-Simmers
Department: Sheriff
Retirement Date: April 14, 2009
Years of Service: 14 years; 2.8 months
County Commissioner: Keith Rengert

Name: Laurel Carter
Department: Friend of the Court
Retirement Date: April 10, 2009
Years of Service: 20 years; 9.0 months
County Commissioner: Brian Brdak

Name: Deborah Chmielewski
Department: Friend of the Court
Retirement Date: April 30, 2009
Years of Service: 36 years; 9.0 months
County Commissioner: Ed Bruley

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Commissioner Robert Mijac, Chairperson
Personnel Committee and Committee Members
April 16, 2009
Page 2

Name:	Charles Zachary
Department:	Community Mental Health
Retirement Date:	June 26, 2009
Years of Service:	17 years; 7.0 months
County Commissioner:	Robert Mijac

Name:	Bill Skyles
Department:	Facilities & Operations
Retirement Date:	April 17, 2009
Years of Service:	21 years; 10.7 months
County Commissioner:	N/A

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Approve the reconfirmation of the following vacancies

INTRODUCED BY: _____ Commissioner Robert Mijac, Chairperson

_____ Personnel Committee

CLASSIFICATION**DEPARTMENT****One Account Clerk III** (Patricia Hoenscheid)

Community Mental Health

Reason for Vacancy: Retirement
 Date Position to be Vacant: 07-03-09
 Justification: 90% Other Funding; 10% County
 Exit Interview Completed: Pending

One Safety Specialist (Lori Hodorek)

Risk Management & Safety

Reason for Vacancy: Resignation
 Date Position to be Vacant: 06-05-08
 Justification: 100% County
 Exit Interview Completed: Yes

One Computer Maintenance Clerk (Janice Simmers)

Sheriff

Reason for Vacancy: Retirement
 Date Position to be Vacant: 04-14-09
 Justification: 100% County
 Exit Interview Completed: Yes*

COMMITTEE/MEETING DATE

Personnel 04-27-09

The following vacant 24/7 positions have been processed for posting pursuant to action of the Board of Commissioners on November 18, 2002:

CLASSIFICATION

DEPARTMENT

One Deputy (Michael VandenBoom)

Sheriff

Reason for Vacancy: Retirement

Date Position to be Vacant: 03-13-09

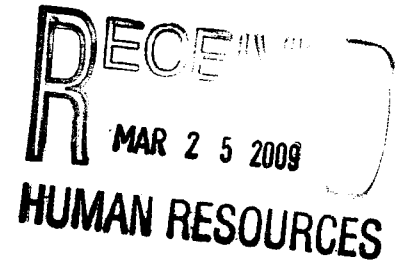
Exit Interview Completed: Yes

*Did not authorize the release of the exit interview information.



COMMUNITY MENTAL HEALTH

22550 Hall Road
Clinton Township, MI 48036
586-469-5275 FAX 586-469-7674



Donald I. Habkirk, Jr.
Executive Director

March 23, 2009

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Nick Ciaramitaro
Mary Louise Daner
Michael Heafield
Rose Ann Mrosewske
Brian Negovan
Betty Slinde
Kathy D. Vosburg

TO: Doug Fouty, Program Director
Macomb County Human Resources Department

FROM: Robert R. Slaine, Deputy Director
Community Mental Health

RE: Request to Post and Fill
Vacant Budgeted Position
Account Clerk III
Vocational and Day Program Services 224 646.84

Community Mental Health Services requests approval to post and fill the vacant, budgeted position of Account Clerk III at the Vocational and Day Program Services. The program supervisor is Steve Smith, 469-6753.

The vacancy will be created by the retirement of Patricia Hoenscheid, effective July 3, 2009.

The employee in this classification, under the supervision of an assigned supervisor, completes and enters Fee Agreement documents that confirm consumers appealing their ability to pay; reviews and enter consumer insurance coverage and collects and monitors consumer fees; completes monthly event lists that confirm accuracy of all billing procedures; completes Medicaid spend down procedures and assists consumers with Medicaid applications; and has back up reception responsibilities including answering phones and receiving the public.

Please contact me if you have any questions regarding this request.

Thank you.

RRS/lp

cc: D. Habkirk, Jr., L. Weber, File



A CARF Accredited
Organization



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MAR 25 2009
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Describe how this position is funded: 10 % % 90 %
County Grant Other

Account Clerk III completes and enters Fee Agreement documents that confirm consumers ability to pay. AC III completes full financial reviews for consumers appealing their ability to pay. AC III reviews and enters consumer insurance coverage and collectst and monitors consumer fees. AC III completes monthly events list that confirm accuracy of all billing procedures. AC III completes Medicaid spend down procedures and assists consumers with Medicaid applications. AC III has back up reception responsibilities including answering phones and receiving the public.

Organization Information: *(Please attach a current organization chart)*

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

Vocational and Day Program Services primarily provides supports coordination services to persons with developmental disabilities. VDPS staff link DD consumers to a wide variety of supports and services intended to assist the consumer attain a sufficient level of functioning. Services help achieve goals of community inclusion, independence or productivity. The Account Clerk III position offers insurance, billing and data entry support to all clinical staff.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Program Supervisor	1
Same Classification Within Department or Program	none	0
Other Classifications Reporting to this Immediate Supervisor	Typist Clerk III, TC I, AC I/II, RN, T II, T-III	9
Classifications Directly Supervised by this Classification (if applicable)	n/a	

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

n/a

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

AC III completes full financial reviews for families appealing their ability to pay. This complex process necessitates the AC III collect income, asset and expense documentation in order to determine more accurate ability to pay. AC III must apply knowledge of many insurances to advise eligibility and payment probability for an extensive list of covered services. AC III must have knowledge of Medicaid programs in order to assist with Medicaid applications and spend down procedures.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Entering Fee agreements	20	daily	yes
2	Completion of non-Medicaid fee agreements	15	weekly	yes
3	Completion of full financial reviews	20	weekly	yes
4	Completing Medicaid spend down procedures	20	weekly	yes
5	Completion of monthly events lists	5	monthly	yes
6	Collecting and distributing consumer fees	10	weekly	yes
7	Provide back up reception coverage	5	weekly	yes
8	Enter financial/insurance info for new admissions	5	weekly	yes

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

VDPS has approximately 1140 consumers receiving supports coordination. In 2004, VDPS had 1008 open cases. This represents a 12% increase. New cases are opened every week, whose numbers historically exceed those closed. The agency must offer billing, insurance and data entry support to clinical staff serving an every increasing number of consumers.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Making judgements as to what may and may not be included on full financial reviews. Making judgements as to Medicaid, Medicare and other insurance eligibiity and coverage.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Remaining AC I/II could not absorb AC III's duties	
Financial documentation not completed per policy	
Consumer fees not collected, per policy	
Medicaid spend downs not consistently met	
Reduced Medicaid coverage for program	

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
CMH Administration	dolicy/procedural implementation	weekly
Department of Human Services	exchanging spend down documenation	weekly

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

There continues to be a high demand for services for the developmentally disabled. It is critical that VDPS efficiently operate with adequate billing support. Reduced general fund has increased focus on Medicaid and private pay reimbursements, which are direct responsibilities of this position.



RISK MANAGEMENT & SAFETY

1 S. Main St., 8th Floor
Mount Clemens, Michigan 48043
586-469-6349 Fax 586-469-7902

APR - 7 2009

John P. Anderson, Esq.
Director

MEMORANDUM

TO: Douglas Fouty, Program Director
Human Resources

FROM: John P. Anderson, Esq.
Director, Risk Management & Safety *JA*

DATE: April 6, 2009

SUBJECT: **Request to Reconfirm Vacant Budgeted Position –
Safety Specialist**

Please place Risk Management's request to reconfirm the position of Safety Specialist on the Personnel Committee Agenda of April 27, 2009. A complete Position Analysis Questionnaire is attached which details the importance of this position to our County and the immediate need for reconfirmation.

I was instructed by the Board of Commissioners to achieve the necessary budgetary savings of a (20) week hiring delay. I have met this budgetary request and have exceeded the expected savings by \$40,000.00 due to this vacancy.

Financial Considerations:

Cost savings* associated with various training performed by Safety Specialist:

Blood borne Pathogen Training	\$75 per employee x 750=	\$56,250
CPR	\$50 per employee x 300=	\$15,000
AED	\$50 per employee x 300=	\$15,000
First Aid	\$50 per employee x 300=	\$15,000
Comprehensive Ergonomic Evaluation		
	\$200 per evaluation x aprox 85 personnel per year=	\$17,000
OSHA Forklift Training, Defensive Driving, Fire Safety Training,		
Workplace Violence Seminar	\$150 per employee x 300=	\$45,000
		<u>\$163,250</u>

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Add to this the additional cost of employee grievances related to safety, health	\$50,000
Potential MIOSHA fines for (1) injured employee can exceed	<u>\$100,000**</u>
	\$313,250

Add to this the cost of various building inspections, ADA requests and Risk Management office duties and the total exceeds \$400,000+ yearly. The cost for a full-time Safety Specialist is in the \$80,000 range including benefits and salary.

This position was advertised for part-time opportunities to no avail. No qualified professionals applied. I have maintained the integrity of our safety program during this period. However, I believe further lengthy vacancy of this position could jeopardize the safety of our employees and expose this County to significant liability and added costs. I urge this committee to reconfirm the Safety Specialist full-time position.

JA/ml

*Private Sectors costs if not provided by in-house Safety Specialist

**Based on an actual Wayne County case

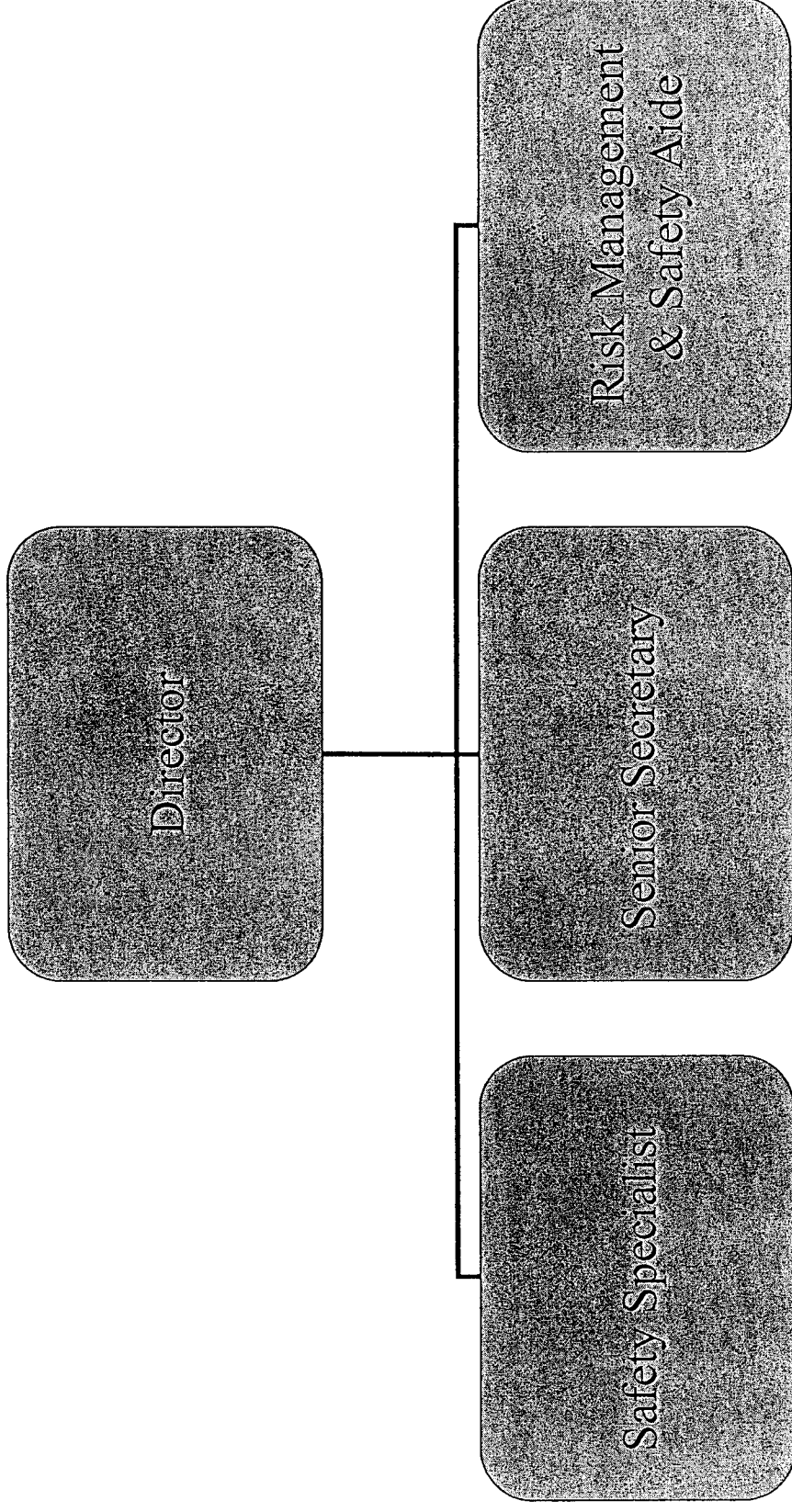
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APR - 6 2009
HUMAN RESOURCES

Describe how this position is funded:

<u>100 %</u>	<u>%</u>	<u>%</u>
County	Grant	Other

The employee in this classification, under the direction of the Director of Risk Management & Safety, performs work site safety inspections; investigates accidents and personal injuries involving employees on the job; plans and implements safety training to meet the individual needs of departments; reviews existing departmental safety procedures and makes recommendations for appropriate modifications; organizes and coordinates safety committees for departments. Conducts motor vehicle license reviews for employees who drive on County business; assists in the enforcement of County policy regarding rehabilitation and light-duty assignments; performs related duties as assigned. Responds to all MIOSHA and Bureau of Workers' Compensation employee safety issues.

Risk Management & Safety



This department is responsible for evaluating potential liability exposures, County facility emergency evacuations, and safety risks. This department assists other County departments in developing loss control and safety programs and procedures, reviews and approves all county contracts and agreements and obtains the necessary insurance coverage for loss prevention, employee benefits, workers' compensation and monitors the County self-insurance and claims administration budget.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Director	1
Same Classification Within Department or Program		
Other Classifications Reporting to this Immediate Supervisor	Senior Secretary, Risk Management & Safety Aide	2
Classifications Directly Supervised by this Classification (if applicable)		

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

N/A

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

While assisting in developing departmental safety protocols, this position needs to balance the requirements of MIOSHA, the department, as well as the needs of employees in a predominantly union environment.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Training - BBP, CPR, AED, Fork Lift	35%	Daily	Yes
2	Responding to Complaints/Concerns Injury, Mold	10%	Daily	Yes
3	Facility Inspections	15%	Daily	Yes
4	Ergonomic Evaluations, Job Safety Analysis, ADA	15%	Daily	Yes
5	Healthstyles Committee	15%	Daily	No
6	Cover Office	10%	weekly	No
7				
8				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

Bloodborn Pathogen Training - 750 Employees Annually
CPR, AED & First Aid - 300 Employees Annually
Ergonomic Evaluations - 250 Employees in 3 years

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

All decisions necessary to address immediate safety threats.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
The County would be non-compliant with MIOSHA,	
Bureau of Workers' Compensation and Federal	
mandates.	

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
MCCSA - Director	Concerns or complaints - training	monthly
MTB - Cynthia Davis	Safety committee, ergo eval, inspections	monthly
Senior Citizen Services	Training, Ergo Eval concerns & questions	monthly

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

*See Essential Function Attachment

EFFECTIVE DATE:

MACOMB COUNTY

CLASSIFICATION/POSITION DESCRIPTION

CLASSIFICATION TITLE: Risk Management & Safety Specialist

F.L.S.A. STATUS: Exempt

DEPARTMENT: Risk Management

APPOINTING AUTHORITY: Director

GENERAL RESPONSIBILITIES:

The employee in this classification, under the direction of the Director of Risk Management and Safety, performs work site safety inspections; investigates accidents and personal injuries involving employees on the job; plans and implements safety training to meet the individual needs of departments; reviews existing Departmental safety procedures and makes recommendations for appropriate modifications; organizes and coordinates safety committees for departments; assists in the preparation of the Macomb County Safety Manual; conducts motor vehicle license reviews for employees who drive on County business; assists in the enforcement of County policy regarding rehabilitation and light-duty assignments; performs related duties as assigned.

ESSENTIAL FUNCTIONS:

- Performs work site safety inspections to determine the existence of any potential safety hazards and makes recommendations for their correction.
- Investigates accidents and personal injuries involving employees on the job; interviews employees and witnesses and reviews related reports.
- Identifies and appraises conditions which could result in accidents, illnesses and financial losses and makes recommendations regarding accident prevention and loss control systems for incorporation into departmental operation policies and procedures to reduce potential for future accidents and losses.
- Conducts and coordinates "Employee Right-to-Know" and safety training for supervisors and other employees to ensure awareness of proper procedures for handling chemicals and operating equipment on the job.

ESSENTIAL FUNCTIONS (continued):

- Plans and implements specialized training to meet individual needs of departments and to prevent occupational injuries.
- Performs and coordinates the abatement of insurance loss control facility inspections including fire suppression equipment, security protocols, and electrical and environmental hazards at our buildings and grounds in conjunction with Facilities & Operations.
- Investigates trends in employee injuries and evaluates situations with Department Heads and Human Resources to determine if action is warranted.
- Assists with MIOSHA investigations, notifies Department Heads of MIOSHA directives and coordinates Departments' responses to MIOSHA.
- Reviews Departments' behavior relative to accidents, near misses and employee conduct involving sexual harassment and hostile work environment issues.
- Reviews and implements necessary Department procedures involving collection of money and the safekeeping of said funds.
- Coordinates indoor air quality issues (i.e. asbestos abatement, mold remediation, etc.) between environmental contractors and the Facilities & Operations Director; analyzes results and reports to Board Chair, union representatives and necessary Personnel.
- Performs job safety analysis and ergonomic evaluations at Departments, Human Resources, Worker's Compensation or physician's request; coordinates needed equipment, procedural and/or behavioral changes between Purchasing, Human Resources and Department.
- Maintains CPR, AED and First Aid programs at needed facilities; conducts training for these programs to employees consistent with the County's written protocol.
- Reviews department operating procedures which involve employee safety and makes recommendations for modifications to ensure compliance with established safety procedures and Federal and State regulations.
- Organizes and coordinates safety committees for departments.
- Informs management of Federal and State health and safety responsibilities.
- Assists in the preparation of the Macomb County Safety Manual by gathering data and organizing materials.



MARK A. HACKEL

OFFICE OF THE SHERIFF

Kent B. Lagerquist
UNDERSHERIFF
MAR 12 2009
HUMAN RESOURCES

TO: Eric Herppich, Division Director
Human Resources Department

FROM: Sheriff Mark A. Hackel

DATE: March 12, 2009

RE: Computer Maintenance Clerk Posting Request

Due to the retirement of Computer Maintenance Clerk Janice Simmers effective April 14, 2009 it is requested that the hiring freeze is waived and that Human Resources post for one (1) additional Computer Maintenance Clerk position. The Sheriff's Office currently has one (1) existing Computer Maintenance Clerk vacancy that has not been filled.

I am requesting this Computer Maintenance Clerk position be posted immediately. In order to provide a prompt and efficient service to the citizens of Macomb County it is vital that we have a full clerical staff.

Thank you for your assistance in this matter. If you have any further questions, please contact Clerical Supervisor Bette Grove at 307-9385.

Respectfully,

Sheriff Mark A. Hackel

/dk

Copy: Doug Fouty, Personnel Director
Civil Service Commission

RECEIVED
MAR 12 2009
HUMAN RESOURCES

Describe how this position is funded:

<u>100 %</u>	<u>%</u>	<u>%</u>
County	Grant	Other

Assist the public with concealed pistol license, handgun registration, finger printing, accident reports, incident reports, proof of incarceration, freedom of information requests, incoming mail, warrant processing, court ordered fingerprints, jail incident reports and record checks on persons for various reasons.

The records office services the public with most things related to the Sheriff's Office, from the time an inmate is released to the deputy taking an accident or incident report on the road. The Record's Office is the depository for all the inmate files, road reports, CPL applicants, firearms permits, traffic violations, and various court paperwork.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Bette Grove, Clerical Supervisor	1
Same Classification Within Department or Program	Computer Maintenance Clerk	9
Other Classifications Reporting to this Immediate Supervisor	Telephone oper., cashier II, Account Clerk I / II	15
Classifications Directly Supervised by this Classification (if applicable)	N/A	

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

N/A

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

Reading law enforcement information network information and deciphering if someone is eligible for purchasing a handgun. Deciding what can and cannot be released on a freedom of information request. Dealing with individuals that have just been released from jail.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Inmate releases	5	daily	
2	Court papers & Prosecutor authorizations	15	daily	
3	warrant entry	15	daily	upon receipt
4	concealed pistol license and fingerprinting	20	daily	
5	traffic violations	10	daily	3 days
6	freedom of information requests and incoming mail	10	daily	5 days
7	handgun purchases and safety inspections	10	daily	10 days
8	data entry - scanning incidents, accidents, etc.	15	daily	

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

Fingerprints 2005= 5,094 2006=3,717 2007=2,671 2008=5,084
 foia requests 2005= 736 2006=795 2007=937 2008=849
 purchase permits/gun registration 2005=4,789 2006=5,223 2007=5,444 2008=6516
 incident/accident reports 2005=106,031 2006=109,350 2007= 108,323 2008=103,115
 cpl applicants 2005=4,594 2006 = 3,049 2007 = 2,323 2008=4,453
 traffic citations entered and scanned 2005= 5,277 2006= 4,481 2007= 6964 2008=
 money collected for service 05=\$48,250 2006=\$47,890 2007=\$55,317 2008=\$61,400

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Issuing handgun purchase permits to citizens, releasing sensitive information regarding incident reports, expunging records, decipher record check information for CPL applicants answer phone calls from citizens and releasing information the under freedom of information act.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Warrants won't get entered in a timely fashion	felons could be on the loose
Citizens would not receive proper service	citizen dissatisfaction
Overtime would be created	over extended staff would be rushed errors occur
Recruiters - armed forces	record checks will go unanswered
Road patrol and admin staff	accuracy will be challenged
Insurance companies	mail won't be processed

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly). Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Citizens and insurance carriers	accident and incident reports	daily
district/circuit court and prosecutors	arrest and prosecution paper work	daily
CPL holders / gun purchases	fingerprints and record checks	daily

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

The record's staff has personal contact in all areas of the department dealing with citizens, administration, road patrol, jail staff, detectives, shift commanders court personnel, the prosecutors office, other police agencies, district court personnel, circuit court personnel and inmates.

MARK A. HACKEL
SHERIFF

KENT B. LAGERQUIST
UNDERSHERIFF

Legal Counsel

Anthony Wickersham
Chief of Staff

Captain Brenda Baker
Division Commander
Jail Operations Services

Captain John R. Roberts
Division Commander
Administrative Services

Captain David A. Teske
Division Commander
Uniform Services

Michelle M. Sanborn
Jail Administrator
Administrative
Corrections Services

ADMINISTRATIVE SERGEANT
Inspections/Accreditation
Mental Health Services
Food Services
Medical Services
Prisoner Funds
Substance Abuse
Counseling
Educational Programs
Ministry
Volunteers
Contract Administration
Community Corrections
Building Maintenance
Video Proceedings

JAIL OPERATIONS LIEUTENANT
Jail Personnel
— Lieutenants
— Sergeants
— Corrections Sergeants
— Deputies
— Corrections Officers
Jail Office
Inmate Grievances
Prisoner Work Details
Daily Jail Schedule
Classification
Livescan
Explorers

ADMINISTRATIVE LIEUTENANT
Recruitment
Planning
Accountant
Civil Service Liaison
Alternate Financing/Grants
Contracts
Special Projects
LCC
Inmate Services Coordinator
— Website
— Media Information
— Civilian Reserve Liaison
Clerical Supervisor
Budget
Secretarial Staff
Records Bureau/Warrants
Telephone Operators
F.O.I.A.
Reserve Unit (Mounted)

DETECTIVE LIEUTENANT
Detective Bureau
— Sergeants
— Deputies
Computer Crimes/M.A.C.E.
Reserve Unit (Cyber Crimes)
Crime Analysis
Extraditions
F.O.C. Investigators
Evidence/Crime Scene
Court Papers
Polygraph
Youth Services
— Sergeant
— Deputies
School Liaison
D.A.R.E.

TRAINING LIEUTENANT
Training Bureau
Firearms Section
Office Policy & Procedures
Computer Services & Systems
Statistical Analysis
Records Management/Field Reporting
Interns/Seasonal Staff
KeyLocker Control
Department Scheduling
Crime Prevention
Emergency Management

TRAFFIC SERVICES LIEUTENANT
Sergeant
Deputies
Motor Carrier
Traffic Grants
Abandoned Autos
Motor Officers
Special Events Security

AFTERNOON LIEUTENANT
Command
Road Patrol
Jail Operations
Staff Assignments
Reserve Unit (Motor)

UNIFORM SERVICES LIEUTENANT
Shift Command – Days
Sergeants
Deputies
Road Patrol
Sub-Stations
Community Policing
Canine (K-9)
Fleet Management
MVAR Systems
Communication Center
Dispatch Supervisor
Dispatch Leaders
Dispatchers
LEIN
E911
CAD

JAIL INVESTIGATION/SECURITY LIEUTENANT
Sergeants
Litigation Analysis
Professional Standards Investigations
Criminal Complaints from Jail
Corrections Policy & Procedures
Work Release
Facility Security
Reimbursement
Jail Records
Reserve Unit (Aviation)

S.E.T. LIEUTENANT
S.E.T./OMIT
Fugitive Team
C.O.M.E.T. Officers
Absconder Unit

MIDNIGHT LIEUTENANT
Command
Road Patrol
Jail Operations
Staff Assignments
Breathalyzers
PBT's

COURT SERVICES LIEUTENANT
Prisoner Transport
Sergeant
Deputies
Court Security
Sergeant
Deputies
Protective Service Officers
Building Security
Circuit Court
Juvenile Court
Probate Court
County Bldgs.
Civil Division
District Courts
Reserve Unit (ATV)

S.W.A.T. C.O.M.E.T. S.E.T. M.A.T.S. D.A.R.E. F.O.C. L.C.C. M.A.C.E. OMIT
Special Weapons and Tactics
County of Macomb Enforcement Team
Selective Enforcement Team
Macomb Auto Theft Squad
Drug Awareness Resistance Training
Friend of the Court
Liquor Control Commission
Macomb Area Computer Enforcement
Oakland Macomb Interdiction Team

M.A.T.S. LIEUTENANT
Sergeant
Deputies
Reserve Unit (Bicycle)

S.W.A.T. Hostage Negotiators

MARINE PATROL LIEUTENANT
Sergeant
Deputies
Reserve Unit (MSO)

DIVE TEAM

MACOMB TOWNSHIP LIEUTENANT
Sergeant
Deputies
Community Policing
LCC
Special Events



SPECIAL ORDER: 07-25
DATE: June 18, 2007

APPROVED:

Mark A. Hackel

Mark A. Hackel, Sheriff

Kent B. Lagerquist

Kent B. Lagerquist, Undersheriff

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____
AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Recommend Title Change Only of One (1) Engineer II Position to
_____ Construction Engineer in the Public Works Department

INTRODUCED BY: _____ Commissioner Robert Mijac, Chairperson
_____ Personnel Committee

COMMITTEE/MEETING DATE
Personnel 04-27-09



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

Labor Relations:
Eric A. Herppich
469-7241

April 15, 2009

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Robert Mijac, Chairman
Personnel Committee and Committee Members

FROM: Douglas J. Fouty, Program Director, Personnel Services
Human Resources

RE: Recommend title change only of one (1) Engineer II position to
Construction Engineer in the Public Works Department

In conjunction with the Office of the Public Works Commissioner of Macomb County, the Human Resources Department is recommending the title change only of one (1) Engineer II position to Construction Engineer. The purpose of this change is to differentiate it from other Engineer II classifications. The Construction Engineer supervises and directs the construction of storm drain, sanitary sewer and water supply projects. While an Engineer II reviews engineering plans and specifications.

There is no budgetary impact for this change.

I have discussed this request with the Finance Director and recommend the Personnel Committee approve the title change only of one (1) Engineer II position to Construction Manager.

DJF/mb
Attachment

cc: David Diegel, Finance Director
William Misterovich, Deputy Public Works Commissioner

MACOMB COUNTY BOARD OF COMMISSIONERS

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District 20
Vice Chair

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Ed Szczepanski - District 11

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Carey Torrice - District 16

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Irene M. Kepler - District 21
Frank Accavitti Jr. - District 22

William A. Crouchman - District 23
Michael A. Boyle - District 24
Kathy D. Vosburg - District 25
Jeffery S. Sprys - District 26



APR - 2 2009

Anthony V. Marrocco

Public Works Commissioner
Macomb County

April 2, 2009

MEMO

To: Eric Herpich, Director, Labor Relations

From: W. Mislervich, Chief Deputy Public Works Commissioner *WM*

Re: Engineer II/ Construction Engineer

Commissioner Marrocco requests that the title of one of our engineer II staff positions be changed to construction engineer, to differentiate it from our other engineer II classifications. The central responsibility of the construction engineer is to supervise and direct the construction of storm drain, sanitary sewer and water supply projects, while the major function of the engineer II is to review project engineering plans and specifications for compliance with Public Works Office standards.

The pay range, union affiliation and terms of employment for the construction engineer will remain the same as engineer II. The only differences are in the job description and qualifications for the position. The engineer II requires an engineering degree. The construction engineer classification is more flexible in that it allows the degree requirement to be satisfied through comparable experience of at least five years in the construction or engineering field. As a historical fact, the construction division of the Public Works Office has traditionally been directed by a non-degreed staff person with extensive field experience in construction. The proposed change would give us the flexibility to continue that policy.

Please present this request for consideration at the next meeting of the Personnel Committee. Thank you for your assistance in this matter.

OFFICE LOCATION: 21777 Dunham Road, Clinton Township, Michigan • Phone: 586-469-5325 • Fax: 586-469-5933

MAILING ADDRESS: P.O. Box 806, Mount Clemens, MI 48046-0806

ENGINEERING: • Phone: 586-469-5910 • Fax 586-469-7693 ♦ **SOIL EROSION:** • Phone: 586-469-5327 • Fax: 586-307-8264

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Recommend Authorization to Add Ten (10) Full-time Case Manager
Positions in the Macomb/St. Clair Employment & Training Agency
Department as a result of the No Worker Left Behind (NWLB) Program
through the Economic Recovery and Reinvestment Act of 2009

INTRODUCED BY: Commissioner Robert Mijac, Chairperson
Personnel Committee

COMMITTEE/MEETING DATE

Personnel 04-27-09



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

April 15, 2009

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Robert Mijac, Chairperson
Personnel Committee & Committee Members

FROM: Douglas J. Fouty, Program Director, Personnel Services
Human Resources

RE: Recommend Authorization to Add Ten (10) full-time Case Manager Positions in the Macomb/St. Clair Employment & Training Agency (M/SCETA) Department as a result of the No Worker Left Behind (NWLB) Program through the Economic Recovery and Reinvestment Act of 2009

The Director of M/SCETA has received notice from the Macomb/St. Clair Workforce Development Board that the Michigan Department of Labor and Economic Growth has received additional funding for the No Worker Left Behind Program through the Economic Recovery and Reinvestment Act. She is, therefore, requesting to hire ten (10) additional full-time Case Manager positions as a result of this funding.

I have reviewed her letter, dated April 3, 2009, and concur Macomb County needs to be proactive in obtaining the funds and implementing the expanded programs expeditiously.

Since the positions are 100% grant-funded and there is no cost to the County, the Human Resources Department concurs in the request to create and post ten (10) additional full-time Case Manager positions, as identified in the Director's letter, when the appropriate grant funds are obtained by Macomb County.

DJF/mb
Attachments

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Toni Mocerri - District 4
Susan L. Doherty - District 5

Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Ken Lampar - District 10
Ed Szczepanski - District 11

James L. Carabelli - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15
Carey Torrice - District 16

Paul Gielegem
District 19
Chairman

Kathy Tocco
District 20
Vice Chair

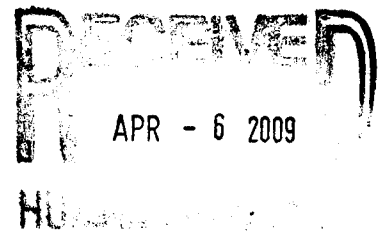
Ed Bruley - District 17
Dana Camphous-Peterson - District 18
Irene M. Kepler - District 21
Frank Accavitti Jr. - District 22

Joan Flynn
District 6
Sergeant-At-Arms


William A. Crouchman - District 23
Michael A. Boyle - District 24
Kathy D. Vosburg - District 25
Jeffery S. Sprys - District 26



*A private-public partnership
administered locally by the Macomb/St. Clair Workforce Development Board*



TO: Douglas Fouty, Program Director
Macomb County Human Resources Department

FROM:  Kathy J. Jordon, Director
Macomb/ St. Clair Employment & Training Agency

DATE: April 3, 2009

SUBJECT: a) Additional Ten (10) Case Manager Positions
b) Modification of Contract # 05-152-06

The purpose of this memo is to notify you that the Workforce Development Board has approved the request for ten additional case manager positions.

The Macomb/St. Clair Employment and Training Agency (M/SCETA) received confirmation from the Macomb/ St. Clair Workforce Development Board that the Michigan Department of Labor and Economic Growth has received additional funding for the No Worker Left Behind Program (NWLB) through the Recovery Act.

Therefore, M/SCETA is receiving a modification to contract # 05-152-06. With the approval of these additional **GRANT FUNDED** positions, our present contract has increased to sixty (60) case manager positions. The Workforce Development Board will provide the appropriate funding to support these additional positions.

Due to the heavy volume of unemployed customers, and assurance that funding is available, please make the necessary arrangements to post these positions and bring these additional staff on board immediately.

Thank you for your prompt attention to this matter.

Attachment: 2

Cc: John Bierbusse
Lisa Weber

ADMINISTRATIVE OFFICE

VerKuijen Building
21885 Dunham Road, Suite 11
Clinton Township, MI 48036-1030
(586) 469-5220
FAX (586) 469-7488

CUSTOMER CENTERS

75 North River Road
Mt. Clemens, MI 48043
(586) 469-7702
FAX (586) 469-5082

15950 12 Mile Road
Roseville, MI 48066
(586) 447-9200
FAX (586) 447-9238

43630 Hayes Road
Clinton Township, MI 48038
(586) 263-1501
FAX (586) 286-9517

100 McMorran Boulevard
6th Floor
Port Huron, MI 48060
(810) 966-3300
FAX (810) 966-3337

27850 Van Dyke
Warren, MI 48093
(586) 574-2170
FAX (586) 576-0576

INTER-OFFICE MEMO



*A Private-Public Partnership administered locally by
the Macomb/St. Clair Workforce Development Board*

TO: Kathy Jordon, Director
Macomb/St. Clair Employment & Training Agency

FROM: John H. Bierbusse, Executive Director
Macomb/St. Clair Workforce Development Board

RE: Hiring of Ten Case Managers

DATE: April 3, 2009

The Michigan Department of Energy, Labor and Economic Growth has received additional funding through the Recovery Act for the No Worker Left Behind program. This has created a backlog in eligible customers having an opportunity to meet with one of your case managers. To alleviate this problem, I am authorizing you to hire ten additional case managers.

The Macomb/St. Clair Workforce Development Board will provide as a modification to contract # 05-126-06, the appropriate funding to support these additional positions.

I was able to lease additional space in the Clinton Township Atrium Center to house six case managers. I also will be moving your Macomb Community College case managers from Roseville and Warren to the Community College's South Campus.

John H. Bierbusse, Executive Director
Macomb/St. Clair Workforce Development Board

JHB/jw

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: concur with the recommendation of the Healthcare RFP Task Force to approve the release of the healthcare/stop-loss, prescription drug, dental and vision RFP's.

INTRODUCED BY: Commissioner Robert Mijac, Chair, Personnel Committee

Copies will be available in the Board of Commissioners Library.

Healthcare RFP Task Force Members:

Commissioner Susan Doherty, Chairperson

Commissioner Jeff Sprys, Vice Chair

Commissioner Brian Brdak

John Anderson Director, Risk Management & Safety

Eric Herppich Division Director, Labor Relations

John Foster Assistant Finance Director

The following serve in the capacity of "members of the public".

Donna Cangemi AFSCME Local 411

Jan Wilson AFSCME Local 411

Nancy Ryan UAW Local 412

Jeanine Graessle UAW Local 889

Kelley Battle Teamsters

Patrick Maceroni Deputies Association

Shelley Salamango Nurses Association

Stacey McFarlane Environmental Health Association

Tom McVicar Building Trades

COMMITTEE/MEETING DATE:

Personnel

4-27-09

RECYCLABLE PAPER

RESOLUTION NO. _____

11.
FULL BOARD MEETING DATE: _____
AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: Approve the update to the County Email Policy to reflect all Electronic-based Communications, and forward to Personnel Committee.

INTRODUCED BY: Commissioner Frank Accavitti, Jr., Chair, Technology and Communications Committee

COMMITTEE/MEETING DATE

TAC Committee April 20, 2009 *APPROVED*

Personnel 4-27-09



INFORMATION TECHNOLOGY


10 N. Main St., 7th Floor
Mount Clemens, Michigan 48043
586-469-0524 FAX 586-469-6547
macombcountymi.gov

April 9, 2009

C. N. Zerkowski
Director

K. Barbieri
Deputy Director

TO: Commissioner Frank Accavitti, Jr., Chair
Technology and Communications Committee
Macomb County Board of Commissioners

FROM: Cyntia N. Zerkowski, Director 
Information Technology

SUBJECT: Update to County Electronic Mail Policy

In June of 1999, the Macomb County Board of Commissioners adopted a Countywide Policy on the use of e-mail, as follows:

ELECTRONIC MAIL (E-MAIL) POLICY

E-Mail is to be used for County Business only. **E-mail** messages are similar to printed communication and should be written with the same care. Offensive messages such as sexual or racial slurs are prohibited. Solicitation of funds, political messages, harassing messages and other such messages are specifically prohibited.

All data, communications, and information, including information transmitted or stored on the system is Macomb County property, subject to inspection or monitoring at any time. Additionally, "deleted" messages may be recoverable or may be retained on system backups. The County retains the right to access, examine, or disclose any material transmitted or stored on its systems, including **e-mail** sent or received. Any misuse of **e-mail** may result in discipline, up to and including discharge.

In the past decade, electronic communication technologies have evolved and expanded to include text messaging; imaging, and collaborative (Web 2.0) technologies. Further, these technologies should be expected to continue to evolve.

MACOMB COUNTY BOARD OF COMMISSIONERS

Paul Gielegem
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Chair

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District 20
Vice-Chair

Joan Flynn
District 6
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G. Thomas - District 16

Edward A. Bruley - District 17
Dana Camphous-Peterson - District 18
Irene Kepler - District 21
Frank Accavitti Jr. - District 22
Wanda - District 23

Michael A. Boyle - District 24
Kathy D. Vosburg - District 25
Jeffery S. Sprys - District 26

So as not to exclude new and evolving technology, it is recommended the Policy be amended to encompass all "electronic-based communications," and to replace each instance of the word "e-mail" with "electronic-based communications". Upon Technical and Communication Committee approval, the recommendation as indicated below will be forwarded to Personnel Committee.

ELECTRONIC-BASED COMMUNICATION POLICY

Electronic-based communication is to be used for County Business only. **Electronic-based communication** messages are similar to printed communication and should be written with the same care. Offensive messages such as sexual or racial slurs are prohibited. Solicitation of funds, political messages, harassing messages and other such messages are specifically prohibited.

All data, communications, and information, including information transmitted or stored on the system is Macomb County property, subject to inspection or monitoring at any time. Additionally, "deleted" messages may be recoverable or may be retained on system backups. The County retains the right to access, examine, or disclose any material transmitted or stored on its systems, including **electronic-based communication** sent or received. Any misuse of **electronic-based communication** may result in discipline, up to and including discharge.

RECYCLABLE PAPER

****REVISED****

12.

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO freeze the Deferred Retirement Option Plan (DROP) for non-union employees

INTRODUCED BY: Robert Mijac, Chair, Personnel Committee

****No new applications will be accepted upon passage of this resolution.**

COMMITTEE/MEETING DATE

Personnel 4-27-09

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO approve the appointment of an Ad Hoc Committee to Review Cost Savings of the
Deferred Retirement Option Plan (DROP)

INTRODUCED BY: Robert Mijac, Chair, Personnel Committee

COMMITTEE/MEETING DATE

Personnel 4-27-09

RECYCLABLE PAPER

14.

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO approve the hiring of Daniel Bernard of Vercruysse Murray & Calzone to review and make recommendations to the Personnel Manual and authorize a budget not to exceed \$10,000; funds are available in the Contingency Account

INTRODUCED BY: Robert Mijac, Chair, Personnel Committee

COMMITTEE/MEETING DATE

Personnel 4-27-09

VERCRUYSSSE MURRAY & CALZONE

A PROFESSIONAL CORPORATION
ATTORNEYS AND COUNSELORS

Daniel J. Bernard

Macomb County Office:
Suite 201, 40 Macomb Place
Mount Clemens, MI 48043
586-928-7830
586-928-7831 Fax

Main Office:
Suite 200, 31780 Telegraph Road
Bingham Farms, MI 48025
248-540-8019
248-540-8059 Fax

Website: www.vmcclaw.com

April 21, 2009

Hon. Paul Gielegghem, Chairman
Macomb County Board of Commissioners
One South Main, Ninth Floor
Mount Clemens, MI 48043

Re: Personnel Manual Revisions

Dear Chairman Gielegghem:

This letter describes the scope of work regarding the above-referenced matter and provides some additional information regarding our firm and the undersigned. Please do not hesitate to call me if you have any questions or require anything further.

Scope of Work

The work under consideration will consist of reviewing and revising the County Personnel Manual to ensure that it complies with current law and best practices, that it coordinates with existing collective bargaining agreements, and that it reflects the policy decisions of the Board of Commissioners.

In addition to revising the Manual, our work will also involve reviewing and revising all related documents, such as the County's employment application and authorizations requested of all new and prospective employees.

Cost of Work

Typical reviews and revisions of this sort can cost as much as \$15,000. Mindful of the needs of the County and wishing to partner with the County in this vital endeavor, we will perform the work for an amount not to exceed \$10,000. My hourly rate for this work, normally \$275, will be reduced to \$200, a 27 percent reduction. I anticipate that the work will be completed for something in the range of \$5,000—10,000, but it is difficult to be more specific without having reviewed all of the documents in question. One promise we can make is that the County will receive outstanding value for its dollar.

Our Firm

Vercruysse Murray & Calzone (VMC) is regarded as one of the premier law firms in the Midwest, in both the public and private sector, in the fields of labor and employment law and commercial litigation. We have extensive experience advising and representing public and private clients in all types of matters as well as in both state and federal courts.

Daniel J. Bernard

Before joining VMC, Daniel J. Bernard was the Vice President and General Counsel at Wayne State University. In this capacity, he served as the Chief Legal Officer for the University, a public institution with an annual budget in excess of \$500,000,000, over 30,000 students, nearly 8,000 employees in eight different bargaining units, over 100 buildings, and five extension centers. Mr. Bernard has represented numerous municipalities, three universities (Wayne State, Oakland University, and Ferris State University), the Judicial Tenure Commission, and is currently the legal counsel for the Clinton Township Civil Service Commission. Mr. Bernard has served as a special assistant attorney general for the state of North Dakota, and he was previously retained by the Macomb County Board of Commissioners to advise the Commission on certain high-level personnel matters. He has extensive experience advising public sector clients on matters of state and local law, constitutional issues, and specific statutory mandates such as the Open Meetings Act and the Freedom of Information Act.

Thank you for committing yourself to this vital process, and we look forward to assisting you in whatever way possible. If you have any questions or require anything further, please do not hesitate to contact me as follows:

Daniel J. Bernard
586-928-7830
586-928-7831 Fax
586-883-0324 Mobile
dbernard@vmclaw.com

Very truly yours,

VERCRUYSSSE MURRAY & CALZONE

A handwritten signature in black ink that reads "Daniel J. Bernard". The signature is written in a cursive, flowing style.

Daniel J. Bernard

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Recommend ratification of a three (3) year Labor Agreement with the Building
Trades Association from January 1, 2008 to December 31, 2010 (Actual tentative
agreements are available for review in the Human Resources Department)

INTRODUCED BY: Commissioner Robert Mijac, Chairperson

Personnel Committee

The Parties have reached a settlement on a three (3) year Labor Agreement. The Agreement will run from January 1, 2008 to December 31, 2010.

The Building Trades Association represents approximately 25 positions in the Facilities and Operations Department.

The Parties began negotiations in April, 2008. The Employer and the Union bargaining teams reached a tentative settlement on April 9, 2009. The Union membership ratified this settlement on April 20, 2009.

It is now recommended that the Board of Commissioners also ratify the Agreement.

A summary of the settlement is as follows:

1. Duration: Three (3) years (January 1, 2008 to December 31, 2010)
2. Wages:

2008:	0%
2009:	0%
2010:	0%*

* Wage re-opener upon Union request. For the year 2010, upon the union's request, negotiations regarding dock days, health insurance benefits and longevity payments may be reopened.

COMMITTEE/MEETING DATE

Personnel 04-27-09

3. Insurance Benefits:

- A. Elimination of BCBS Traditional for employees and future retirees.
- B. Benefit plan design changes as agreed to by the parties.
- C. Employees who have spouses actively employed by the County will be entitled to one insurance plan for both employees and all dependants. The spouse will not be entitled to the insurance bonus.
- D. The County and the Union agree to initiate a Request For Proposal (RFP) for medical, dental and optical insurance as authorized by the Full Board on September 25, 2008. Union Representatives will have the opportunity to have input and make suggestions during the preparation of the RFP. All final decisions regarding the content of the RFP rest with the Employer. All information received during the process will be shared with Union Representatives.

All negotiated health care savings from the RFP to be equally shared. The amount of savings will be determined by the Union and the Employer.

- E. For all employees hired on or after ratification, the Employer will provide fully paid Blue Cross Blue Shield Preferred Provider Organization (PPO) coverage or its substantial equivalence for the employee's spouse, after twenty (20) years of service with the Employer, for the employee who leaves employment because of retirement and is eligible for and receives benefits under the Macomb County Employees' Retirement Ordinance.
- F. Any regular employee laid off and subsequently returned to work, will be eligible for employer-paid insurance coverage as soon as administratively possible after the date of his/her return to work.

4. Retirement

- A. Any Employee hired on or before December 31, 2001 or who is vested as of the date of ratification by the Board of Commissioners, will retain the current Defined Benefit Plan.
- B. Elimination of all retirement changes attached to rule of 70 modifications for Employees hired on or after January 1, 2002.

Employees will revert to a Defined Benefit Plan as follows:

- Retirement eligibility is age 55 with 25 years of service or age 60 with 8 or more years of service
- Final Average Compensation period-highest 5 consecutive years of last 10 years of service
- 2.2% multiplier factor
- Maximum pension shall not exceed 66% of an employee's FAC
- Employee contribution reduced to 2.5%

5. Dock Days

The County and the Union agree for the years 2009 and 2010, each employee shall be docked six (6) working days without pay per calendar year. Two (2) of those dock days utilized will be Independence Day and Columbus Day. The remaining four (4) dock days shall be requested and scheduled by the employee (in half-day or full-day increments) and will have Department Head approval prior to September 1 of each year, 2009 and 2010 respectively. If an employee fails to take or schedule the remaining four (4) dock days by the end of November, the balance of dock days will be scheduled and taken at the employer's discretion prior to December 30th of each year. Dock days will not adversely impact an employee's seniority, time off accruals, discipline, holiday pay or health care benefits. The effect, if any, of the dock days on an employee's retirement benefits, will be as defined in the Macomb County Retirement Ordinance.

This letter of Agreement will expire on December 31, 2010.

6. Longevity

The County and the Union agree to cancel Longevity payments for all eligible employees and DROP participants for the year 2009 and 2010.

This Letter of Agreement will expire on December 31, 2010.

7. The Parties agree that the Employer will attempt to separate out the Family Continuation Rider in Health Alliance Plan and Blue Care Network for separately paid coverage for those employees eligible for coverage with eligible dependents. The Parties shall negotiate regarding the value of this modification and modification 3.C. of this summary, on a County-wide basis. Any agreed upon and implemented savings on a County-wide basis will be applied in the form of reduced dock days.

8. Effective January 1, 2009, the County and the Union agree that the effective date of any reduction and/or layoff will not be before July 1, 2009.

Any employee laid off after December 15, 2008 and/or during the period of this contract will be eligible for employer-paid COBRA insurance coverage for the first two full months following the effective date of their layoff. This excludes any employee who elects retirement instead of layoff. The employee will be given the option of continuing COBRA coverage at their own expense at the termination of the two months of employer-paid COBRA coverage.

9. Employees may utilize up to fifteen (15) days of family sick time from their earned sick leave bank for the illness of his/her immediate family who requires personal care and attention.
10. During the course of negotiations, the Parties also reached agreement on various language changes.

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Recommend ratification of a three (3) year Labor Agreement with the
International Union of Operating Engineers (IUOE) – Boiler Operators from
January 1, 2008 to December 31, 2010 (Actual tentative agreements are available
for review in the Human Resources Department)

INTRODUCED BY: Commissioner Robert Mijac, Chairperson
Personnel Committee

The Parties have reached a settlement on a three (3) year Labor Agreement. The Agreement will run from January 1, 2008 to December 31, 2010.

The IUOE represents approximately 10 positions in the Facilities and Operations Department.

The Parties began negotiations in June, 2007. The Employer and the Union bargaining teams reached a tentative settlement on April 16, 2009. The Union membership ratified this settlement on April 24, 2009.

It is now recommended that the Board of Commissioners also ratify the Agreement.

A summary of the settlement is as follows:

1. Duration: Three (3) years (January 1, 2008 to December 31, 2010)
2. Wages:

2008:	0%
2009:	0%
2010:	0%*

* Wage re-opener upon Union request. For the year 2010, upon the Union's request, negotiations regarding dock days, health insurance benefits and longevity payments may be reopened.

COMMITTEE/MEETING DATE

Personnel 04-27-09

3. Insurance Benefits:

- A. Elimination of BCBS Traditional for employees and future retirees.
- B. Benefit plan design changes as agreed to by the parties.
- C. Employees who have spouses actively employed by the County will be entitled to one insurance plan for both employees and all dependants. The spouse will not be entitled to the insurance bonus.
- D. The County and the Union agree to initiate a Request For Proposal (RFP) for medical, dental and optical insurance as authorized by the Full Board on September 25, 2008. Union Representatives will have the opportunity to have input and make suggestions during the preparation of the RFP. All final decisions regarding the content of the RFP rest with the Employer. All information received during the process will be shared with Union Representatives.

All negotiated health care savings from the RFP to be equally shared. The amount of savings will be determined by the Union and the Employer.

- E. For all employees hired on or after ratification, the Employer will provide fully paid Blue Cross Blue Shield Preferred Provider Organization (PPO) coverage or its substantial equivalence for the employee's spouse, after twenty (20) years of service with the Employer, for the employee who leaves employment because of retirement and is eligible for and receives benefits under the Macomb County Employees' Retirement Ordinance.
- F. Any regular employee laid off and subsequently returned to work, will be eligible for employer-paid insurance coverage as soon as administratively possible after the date of his/her return to work.

4. Retirement

- A. Any Employee hired on or before December 31, 2001 or who is vested as of the date of ratification by the Board of Commissioners, will retain the current Defined Benefit Plan.
- B. Elimination of all retirement changes attached to rule of 70 modifications for Employees hired on or after January 1, 2002.

Employees will revert to a Defined Benefit Plan as follows:

- Retirement eligibility is age 55 with 25 years of service or age 60 with 8 or more years of service
- Final Average Compensation period-highest 5 consecutive years of last 10 years of service
- 2.2% multiplier factor
- Maximum pension shall not exceed 66% of an employee's FAC
- Employee contribution reduced to 2.5%

5. Dock Days

The County and the Union agree for the years 2009 and 2010, each employee shall be docked six (6) working days without pay per calendar year. Two (2) of those dock days utilized will be Independence Day and Columbus Day. The remaining four (4) dock days shall be requested and scheduled by the employee (in half-day or full-day increments) and will have Department Head approval prior to September 1 of each year, 2009 and 2010 respectively. If an employee fails to take or schedule the remaining four (4) dock days by the end of November, the balance of dock days will be scheduled and taken at the employer's discretion prior to December 30th of each year. Dock days will not adversely impact an employee's seniority, time off accruals, discipline, holiday pay or health care benefits. The effect, if any, of the dock days on an employee's retirement benefits, will be as defined in the Macomb County Retirement Ordinance.

This letter of Agreement will expire on December 31, 2010.

6. Longevity

The County and the Union agree to cancel Longevity payments for all eligible employees and DROP participants for the year 2009 and 2010.

This Letter of Agreement will expire on December 31, 2010.

7. The Parties agree that the Employer will attempt to separate out the Family Continuation Rider in Health Alliance Plan and Blue Care Network for separately paid coverage for those employees eligible for coverage with eligible dependents. The Parties shall negotiate regarding the value of this modification and modification 3.C. of this summary, on a County-wide basis. Any agreed upon and implemented savings on a County-wide basis will be applied in the form of reduced dock days.

8. Effective January 1, 2009, the County and the Union agree that the effective date of any reduction and/or layoff will not be before July 1, 2009.

Any employee laid off after December 15, 2008 and/or during the period of this contract will be eligible for employer-paid COBRA insurance coverage for the first two full months following the effective date of their layoff. This excludes any employee who elects retirement instead of layoff. The employee will be given the option of continuing COBRA coverage at their own expense at the termination of the two months of employer-paid COBRA coverage.

9. Employees may utilize up to fifteen (15) days of family sick time from their earned sick leave bank for the illness of his/her immediate family who requires personal care and attention.
10. During the course of negotiations, the Parties also reached agreement on various language changes.

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Recommend ratification of a three (3) year Labor Agreement with the Macomb
County Environmental Health Association (MCEHA) from January 1, 2008 to
December 31, 2010 (Actual tentative agreements are available for review in the
Human Resources Department)

INTRODUCED BY: Commissioner Robert Mijac, Chairperson
Personnel Committee

The Parties have reached a settlement on a three (3) year Labor Agreement. The Agreement will run from January 1, 2008 to December 31, 2010.

MCEHA represents approximately 30 positions in the Health Department.

The Parties began negotiations in January, 2008. The Employer and the Union bargaining teams reached a tentative settlement on March 31, 2009. The Union membership ratified this settlement on April 9, 2009.

It is now recommended that the Board of Commissioners also ratify the Agreement.

A summary of the settlement is as follows:

1. Duration: Three (3) years (January 1, 2008 to December 31, 2010)
2. Wages:

2008:	0%
2009:	0%
2010:	0%*

* Wage re-opener upon Union request. For the year 2010, upon the union's request, negotiations regarding dock days, health insurance benefits and longevity payments may be reopened.

COMMITTEE/MEETING DATE

Personnel 04-27-09

3. Insurance Benefits:

- A. Elimination of BCBS Traditional for employees and future retirees.
- B. Benefit plan design changes as agreed to by the parties.
- C. Employees who have spouses actively employed by the County will be entitled to one insurance plan for both employees and all dependants. The spouse will not be entitled to the insurance bonus.
- D. The County and the Union agree to initiate a Request For Proposal (RFP) for medical, dental and optical insurance as authorized by the Full Board on September 25, 2008. Union Representatives will have the opportunity to have input and make suggestions during the preparation of the RFP. All final decisions regarding the content of the RFP rest with the Employer. All information received during the process will be shared with Union Representatives.

All negotiated health care savings from the RFP to be equally shared. The amount of savings will be determined by the Union and the Employer.

- E. For all employees hired on or after ratification, the Employer will provide fully paid Blue Cross Blue Shield Preferred Provider Organization (PPO) coverage or its substantial equivalence for the employee's spouse, after twenty (20) years of service with the Employer, for the employee who leaves employment because of retirement and is eligible for and receives benefits under the Macomb County Employees' Retirement Ordinance.
- F. Any regular employee laid off and subsequently returned to work, will be eligible for employer-paid insurance coverage as soon as administratively possible after the date of his/her return to work.
- G. The Employer will provide a payroll deduction option for employees (including DROP Participants) wishing to purchase Short Term Disability Insurance that may be provided by the Union.

4. Retirement

- A. Any Employee hired on or before December 31, 2001 or who is vested as of the date of ratification by the Board of Commissioners, will retain the current Defined Benefit Plan.
- B. Elimination of all retirement changes attached to rule of 70 modifications for Employees hired on or after January 1, 2002.

Employees will revert to a Defined Benefit Plan as follows:

- Retirement eligibility is age 55 with 25 years of service or age 60 with 8 or more years of service
- Final Average Compensation period-highest 5 consecutive years of last 10 years of service
- 2.2% multiplier factor
- Maximum pension shall not exceed 66% of an employee's FAC
- Employee contribution reduced to 2.5%

5. Dock Days

The County and the Union agree for the years 2009 and 2010, each employee shall be docked six (6) working days without pay per calendar year. Two (2) of those dock days utilized will be the day AFTER Thanksgiving, and Columbus Day. The remaining four (4) dock days shall be requested and scheduled by the employee (in half-day or full-day increments) and will have Department Head approval prior to September 1 of each year, 2009 and 2010 respectively. If an employee fails to take or schedule the remaining four (4) dock days by the end of November, the balance of dock days will be scheduled and taken at the Employer's discretion prior to December 30th of each year. Dock days will not adversely impact an employee's seniority, time off accruals, discipline, holiday pay or health care benefits. The effect, if any, of the dock days on an employee's retirement benefits, will be as defined in the Macomb County Retirement Ordinance.

This letter of Agreement will expire on December 30, 2010.

6. Longevity

The County and the Union agree to cancel Longevity payments for all eligible employees and DROP participants for the year 2009 and 2010.

This Letter of Agreement will expire on December 30, 2010.

7. The Parties agree that the Employer will attempt to separate out the Family Continuation Rider in Health Alliance Plan and Blue Care Network for separately paid coverage for those employees eligible for coverage with eligible dependents. The Parties shall negotiate regarding the value of this modification and modification 3.C. of this summary, on a County-wide basis. Any agreed upon and implemented savings on a County-wide basis will be applied in the form of reduced dock days.

8. Effective January 1, 2009, the County and the Union agree that the effective date of any reduction and/or layoff will not be before July 1, 2009.

Any employee laid off after December 15, 2008 and/or during the period of this contract will be eligible for employer-paid COBRA insurance coverage for the first two full months following the effective date of their layoff. This excludes any employee who elects retirement instead of layoff. The employee will be given the option of continuing COBRA coverage at their own expense at the termination of the two months of employer-paid COBRA coverage.

9. Employees may utilize up to fifteen (15) days of family sick time from their earned sick leave bank for the illness of his/her immediate family who requires personal care and attention.
10. The County will provide compensatory time or overtime pay at a rate of one and a half times to Association members who are assigned beeper duty and who are actually called in to work on any of the following major holidays, only: New Year's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Eve.

In those instances, where the Toxicologist or Program Development Specialist/Health Planner is contacted during non-work hours as a result of beeper duty only, he/she shall be provided compensatory time or overtime pay at a rate of one and a half times.

11. During the course of negotiations, the Parties also reached agreement on various language changes.

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Recommend ratification of a three (3) year Labor Agreement with the Michigan
Nurses Association (MNA) - Unit I from January 1, 2008 to December 31, 2010
(Actual tentative agreements are available for review in the Human Resources
Department)

INTRODUCED BY: Commissioner Robert Mijac, Chairperson
Personnel Committee

The Parties have reached a settlement on a three (3) year Labor Agreement. The Agreement will run from January 1, 2008 to December 31, 2010.

The Michigan Nurses Association - Unit I represents approximately 35 positions in the Health Department.

The Parties began negotiations in February, 2008. The Employer and the Union bargaining teams reached a tentative settlement on April 2, 2009. The Union membership ratified this settlement on April 21, 2009.

It is now recommended that the Board of Commissioners also ratify the Agreement.

A summary of the settlement is as follows:

1. Duration: Three (3) years (January 1, 2008 to December 31, 2010)
2. Wages:

2008:	0%
2009:	0%
2010:	0%*

* Wage re-opener upon Union request. For the year 2010, upon the Union's request, negotiations regarding dock days, health insurance benefits and longevity payments may be reopened.

COMMITTEE/MEETING DATE

Personnel 04-27-09

3. Insurance Benefits:

- A. Elimination of BCBS Traditional for employees and future retirees.
- B. Benefit plan design changes as agreed to by the parties.
- C. Employees who have spouses actively employed by the County will be entitled to one insurance plan for both employees and all dependants. The spouse will not be entitled to the insurance bonus.
- D. The County and the Union agree to initiate a Request For Proposal (RFP) for medical, dental and optical insurance as authorized by the Full Board on September 25, 2008. Union Representatives will have the opportunity to have input and make suggestions during the preparation of the RFP. All final decisions regarding the content of the RFP rest with the Employer. All information received during the process will be shared with Union Representatives.

All negotiated health care savings from the RFP to be equally shared. The amount of savings will be determined by the Union and the Employer.

- E. For all employees hired on or after ratification, the Employer will provide fully paid Blue Cross Blue Shield Preferred Provider Organization (PPO) coverage or its substantial equivalence for the employee's spouse, after twenty (20) years of service with the Employer, for the employee who leaves employment because of retirement and is eligible for and receives benefits under the Macomb County Employees' Retirement Ordinance.
- F. Any regular employee laid off and subsequently returned to work, will be eligible for employer-paid insurance coverage as soon as administratively possible after the date of his/her return to work.

4. Retirement

- A. Any Employee hired on or before December 31, 2001 or who is vested as of the date of ratification by the Board of Commissioners, will retain the current Defined Benefit Plan.
- B. Elimination of all retirement changes attached to rule of 70 modifications for Employees hired on or after January 1, 2002.

Employees will revert to a Defined Benefit Plan as follows:

- Retirement eligibility is age 55 with 25 years of service or age 60 with 8 or more years of service
- Final Average Compensation period-highest 5 consecutive years of last 10 years of service
- 2.2% multiplier factor
- Maximum pension shall not exceed 66% of an employee's FAC
- Employee contribution reduced to 2.5%

5. Dock Days

The County and the Union agree for the years 2009 and 2010, each employee, including DROP participants, shall be docked six (6) working days without pay per calendar year. Two (2) of those dock days utilized will be Independence Day and Columbus Day. The remaining four (4) dock days shall be requested and scheduled by the employee (in half-day or full-day increments) and will have Department Head approval prior to September 1 of each year, 2009 and 2010 respectively. If an employee fails to take or schedule the remaining four (4) dock days by the end of November, the balance of dock days will be scheduled and taken at the employer's discretion prior to December 30th of each year. Dock days will not adversely impact an employee's seniority, time off accruals, discipline, holiday pay or health care benefits. The effect, if any, of the dock days on an employee's retirement benefits, will be as defined in the Macomb County Retirement Ordinance.

This letter of Agreement will expire on December 31, 2010.

6. Longevity

The County and the Union agree to cancel Longevity payments for all eligible employees and DROP participants for the year 2009 and 2010.

This Letter of Agreement will expire on December 31, 2010.

7. The Parties agree that the Employer will attempt to separate out the Family Continuation Rider in Health Alliance Plan and Blue Care Network for separately paid coverage for those employees eligible for coverage with eligible dependents. The Parties shall negotiate regarding the value of this modification and modification 3.C. of this summary, on a County-wide basis. Any agreed upon and implemented savings on a County-wide basis will be applied in the form of reduced dock days.

8. Effective January 1, 2009, the County and the Union agree that the effective date of any reduction and/or layoff will not be before July 1, 2009.

Any employee laid off after December 15, 2008 and/or during the period of this contract will be eligible for employer-paid COBRA insurance coverage for the first two full months following the effective date of their layoff. This excludes any employee who elects retirement instead of layoff. The employee will be given the option of continuing COBRA coverage at their own expense at the termination of the two months of employer-paid COBRA coverage.

9. Employees may utilize up to fifteen (15) days of family sick time from their earned sick leave bank for the illness of his/her immediate family who requires personal care and attention.
10. During the course of negotiations, the Parties also reached agreement on various language changes.

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Recommend ratification of a three (3) year Labor Agreement with the
Police Officers Association of Michigan (POAM) – Juvenile Justice Center from
January 1, 2008 to December 31, 2010 (Actual tentative agreements are available
for review in the Human Resources Department)

INTRODUCED BY: Commissioner Robert Mijac, Chairperson
Personnel Committee

The Parties have reached a settlement on a three (3) year Labor Agreement. The Agreement will run from January 1, 2008 to December 31, 2010.

The POAM represents approximately 100 positions in the Juvenile Justice Center.

After a certification election, the POAM became the Labor representative on January 14, 2008. The Parties began negotiations in June, 2008. The Employer and the Union bargaining teams reached a tentative settlement on April 14, 2009. The Union membership ratified this settlement on April 23, 2009.

It is now recommended that the Board of Commissioners also ratify the Agreement.

A summary of the settlement is as follows:

1. Duration: Three (3) years (January 1, 2008 to December 31, 2010)
2. Wages:

2008:	0%
2009:	3.5% reduction in base salary only (assuming ratification by both parties by May 1, 2009)
2010:	2.3% reduction in base salary only*

*Wage re-opener upon Union request. For the year 2010, upon the Union's request, negotiations regarding reduction in base salary, health insurance benefits and longevity payments may be reopened.

COMMITTEE/MEETING DATE

Personnel 04-27-09

3. Insurance Benefits:

- A. Elimination of BCBS Traditional for employees and future retirees.
- B. Benefit plan design changes as agreed to by the parties.
- C. Employees who have spouses actively employed by the County will be entitled to one insurance plan for both employees and all dependants. The spouse will not be entitled to the insurance bonus.
- D. The County and the Union agree to initiate a Request For Proposal (RFP) for medical, dental and optical insurance as authorized by the Full Board on September 25, 2008. Union Representatives will have the opportunity to have input and make suggestions during the preparation of the RFP. All final decisions regarding the content of the RFP rest with the Employer. All information received during the process will be shared with Union Representatives.

All negotiated health care savings from the RFP to be equally shared. The amount of savings will be determined by the Union and the Employer.

- E. For all employees hired on or after ratification, the Employer will provide fully paid Blue Cross Blue Shield Preferred Provider Organization (PPO) coverage or its substantial equivalence for the employee's spouse, after twenty (20) years of service with the Employer, for the employee who leaves employment because of retirement and is eligible for and receives benefits under the Macomb County Employees' Retirement Ordinance.
- F. Any regular employee laid off and subsequently returned to work, will be eligible for employer-paid insurance coverage as soon as administratively possible after the date of his/her return to work.

4. Retirement

- A. Any Employee hired on or before December 31, 2001 or who is vested as of the date of ratification by the Board of Commissioners, will retain the current Defined Benefit Plan.
- B. Elimination of all retirement changes attached to rule of 70 modifications for Employees hired on or after January 1, 2002.

Employees will revert to a Defined Benefit Plan as follows:

- Retirement eligibility is age 55 with 25 years of service or age 60 with 8 or more years of service
- Final Average Compensation period-highest 5 consecutive years of last 10 years of service
- 2.2% multiplier factor
- Maximum pension shall not exceed 66% of an employee's FAC
- Employee contribution reduced to 2.5%

5. Longevity

The County and the Union agree to cancel Longevity payments for all eligible employees and DROP participants for the year 2009 and 2010.

This Letter of Agreement will expire on December 31, 2010.

6. The Parties agree that the Employer will attempt to separate out the Family Continuation Rider in Health Alliance Plan and Blue Care Network for separately paid coverage for those employees eligible for coverage with eligible dependents. The Parties shall negotiate regarding the value of this modification and modification 3.C. of this summary, on a County-wide basis. Any agreed upon and implemented savings on a County-wide basis will be subject to negotiations between the parties.

7. Effective January 1, 2009, the County and the Union agree that the effective date of any reduction and/or layoff will not be before July 1, 2009.

Any employee laid off after December 15, 2008 and/or during the period of this contract will be eligible for employer-paid COBRA insurance coverage for the first two full months following the effective date of their layoff. This excludes any employee who elects retirement instead of layoff. The employee will be given the option of continuing COBRA coverage at their own expense at the termination of the two months of employer-paid COBRA coverage.

8. Employees may utilize up to fifteen (15) days of family sick time from their earned sick leave bank for the illness of his/her immediate family who requires personal care and attention.

9. Uniform Allowance

For the term of this Agreement the Parties have agreed the following uniform shall be provided by the Employer:

Youth Specialist (Full-time) Initial Year

- 4 shirts
- 4 pants

Youth Specialist (Full-time) Annually Thereafter

- 2 shirts
- 2 pants

Youth Specialist (Part-time) Initial Year

- 2 shirts
- 2 pants

Youth Specialist (Part-time) Annually Thereafter

- 1 shirt
- 1 pant

Shirts or pants damaged in the course of work shall be repaired or replaced by the Employer.

10. During the course of negotiations, the Parties also reached agreement on various language changes.